



ZPA01

This transaction allows agencies to update their employees' administrators reflected in the Organizational Assignment Infotype (0001). The personnel administrator, time administrator, payroll administrator and benefits administrator can now be updated for employees by their personnel area.

To execute this transaction, the agency must know the current administrator's system user ID and administrator number; the personnel area(s) to be updated; and the new administrator's system user ID and administrator number.

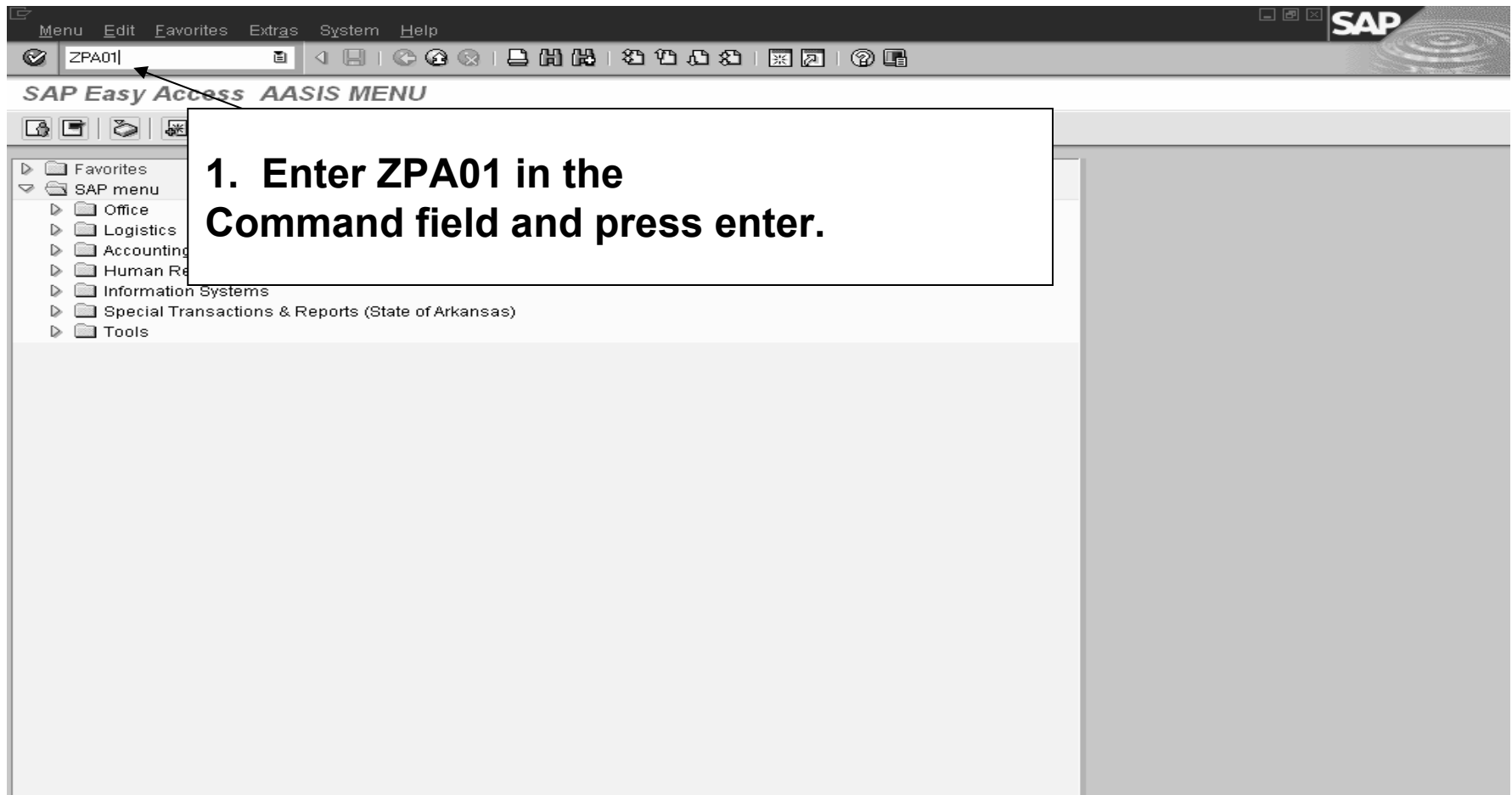
If a new administrator name needs to be added and/or an old administrator name needs to be deleted, the agency must first complete the following:

1. Contact the AASIS help desk at 501-683-2255 or by sending an email to AASIS - HelpDesk@mail.state.ar.us and request an administrator be added or deleted from the drop-down listing of the Organization Assignment Infotype. The help desk representative should provide you with a ticket number.
2. Prepare the Request for Administrator Change form. Be sure to include the help desk ticket number on the form. Please find this form at: http://www.arkansas.gov/dfa/aasis/aasis_forms.html
3. Email the completed form to: aasishelpdbhr-pa@arkansas.gov
4. After the administrator name change has been completed, the requestor will receive notification by email.

Note: The roles that have authorization to process this transaction are Agency/CLJ/State Personnel Management.

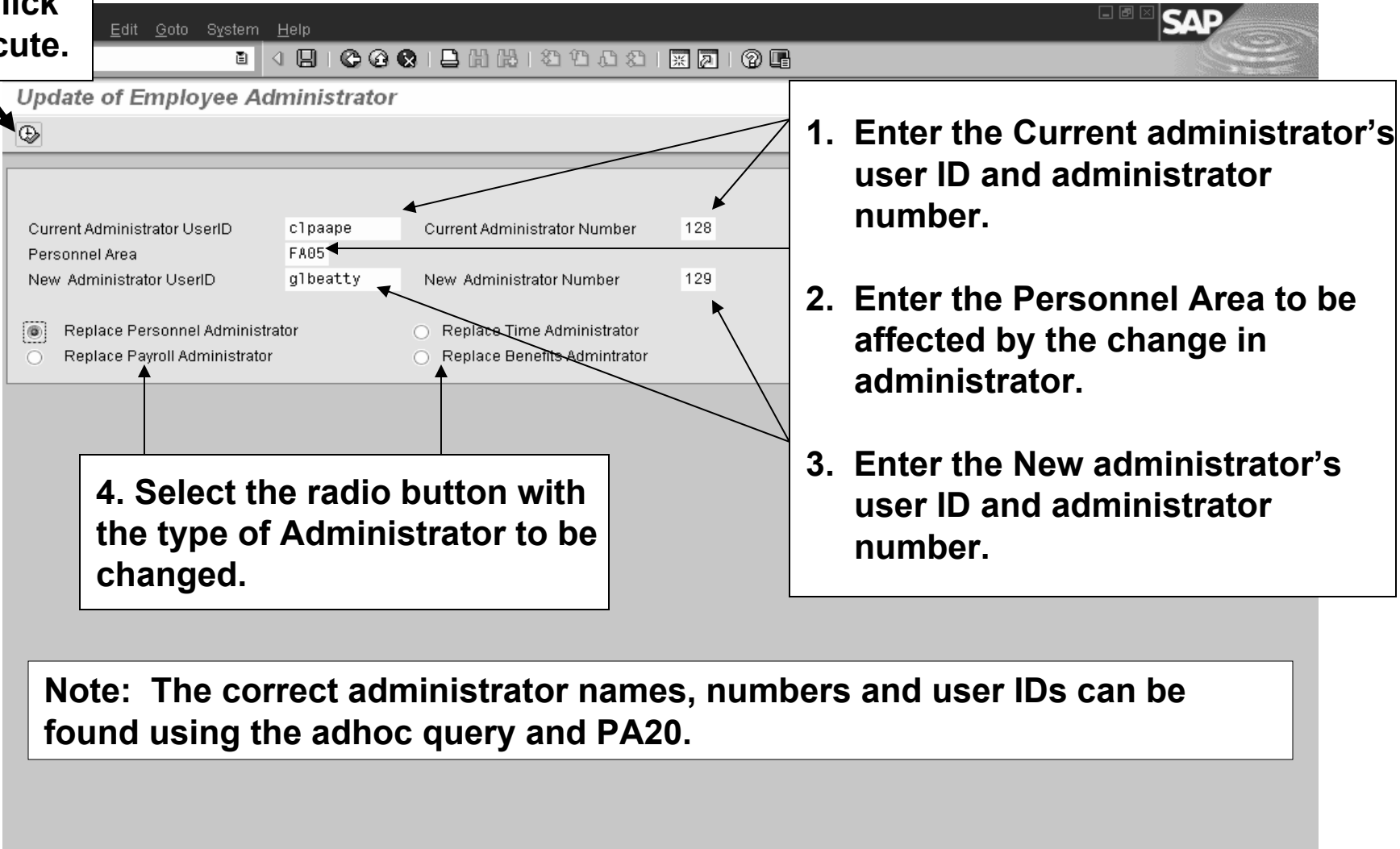


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5. Click Execute.



Update of Employee Administrator

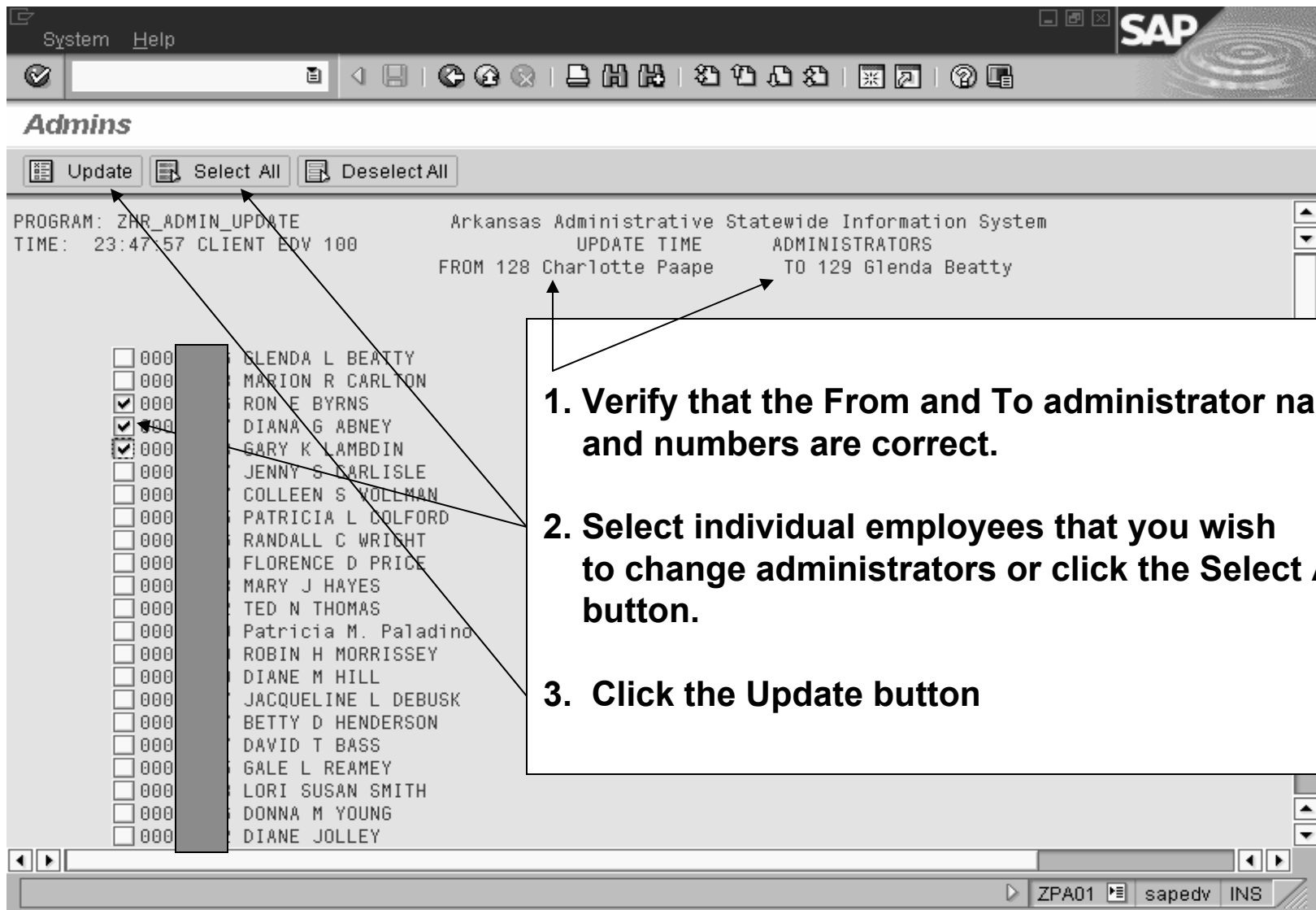
Current Administrator UserID	c1paape	Current Administrator Number	128
Personnel Area	FA05		
New Administrator UserID	glbeatty	New Administrator Number	129

☒ Replace Personnel Administrator ☐ Replace Time Administrator
☐ Replace Payroll Administrator ☐ Replace Benefits Administrator

- Enter the Current administrator's user ID and administrator number.
- Enter the Personnel Area to be affected by the change in administrator.
- Enter the New administrator's user ID and administrator number.
- Select the radio button with the type of Administrator to be changed.
- Click Execute.

Note: The correct administrator names, numbers and user IDs can be found using the adhoc query and PA20.

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Admins

PROGRAM: ZPA_ADMIN_UPDATE
TIME: 23:47:57 CLIENT EDV 100

Arkansas Administrative Statewide Information System
UPDATE TIME ADMINISTRATORS
FROM 128 Charlotte Paape TO 129 Glenda Beatty

Check	Employee Name
<input type="checkbox"/>	000 GLENDA L BEATTY
<input type="checkbox"/>	000 MARION R CARLTON
<input checked="" type="checkbox"/>	000 RON E BYRNS
<input checked="" type="checkbox"/>	000 DIANA G ABNEY
<input checked="" type="checkbox"/>	000 GARY K LAMBDIN
<input type="checkbox"/>	000 JENNY S CARLISLE
<input type="checkbox"/>	000 COLLEEN S VOLLMAN
<input type="checkbox"/>	000 PATRICIA L COLFORD
<input type="checkbox"/>	000 RANDALL C WRIGHT
<input type="checkbox"/>	000 FLORENCE D PRICE
<input type="checkbox"/>	000 MARY J HAYES
<input type="checkbox"/>	000 TED N THOMAS
<input type="checkbox"/>	000 Patricia M. Paladino
<input type="checkbox"/>	000 ROBIN H MORRISSEY
<input type="checkbox"/>	000 DIANE M HILL
<input type="checkbox"/>	000 JACQUELINE L DEBUSK
<input type="checkbox"/>	000 BETTY D HENDERSON
<input type="checkbox"/>	000 DAVID T BASS
<input type="checkbox"/>	000 GALE L REAMEY
<input type="checkbox"/>	000 LORI SUSAN SMITH
<input type="checkbox"/>	000 DONNA M YOUNG
<input type="checkbox"/>	000 DIANE JOLLEY

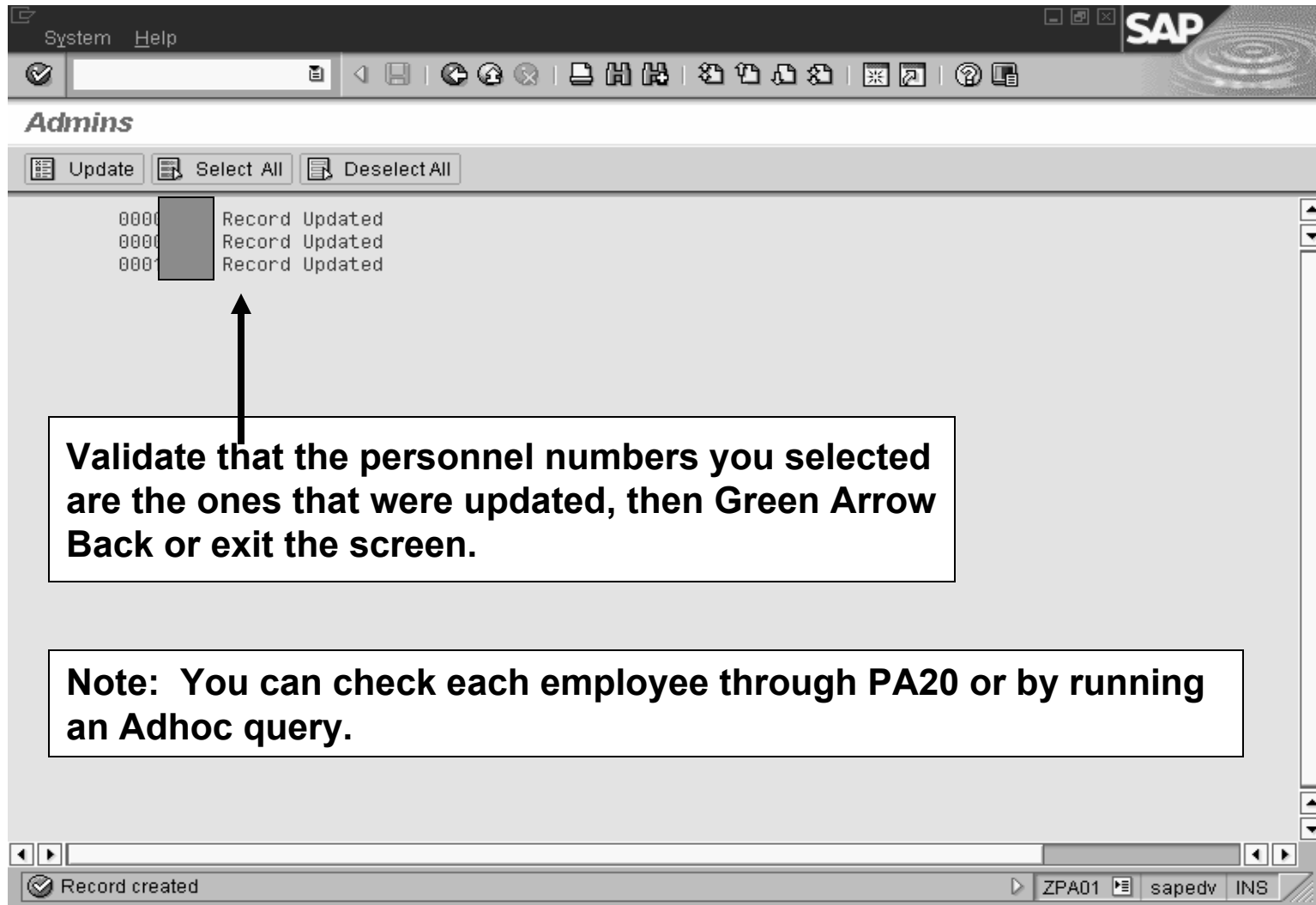
Buttons: Update, Select All, Deselect All

Callout Box Instructions:

1. Verify that the From and To administrator names and numbers are correct.
2. Select individual employees that you wish to change administrators or click the Select All button.
3. Click the Update button

Status Bar: ZPA01 | sapedv | INS

Transaction ZPA01



The screenshot shows the SAP Admins transaction ZPA01. The interface includes a menu bar (System, Help), a toolbar with various icons, and a main area with buttons for Update, Select All, and Deselect All. Below these buttons is a list of records. The first three records are highlighted with a green arrow pointing to the 'Record Updated' status. The status bar at the bottom indicates 'Record created' and shows the transaction code ZPA01, the user name sapedv, and the system INS.

Personnel Number	Status
0000	Record Updated
0000	Record Updated
0000	Record Updated

Validate that the personnel numbers you selected are the ones that were updated, then Green Arrow Back or exit the screen.

Note: You can check each employee through PA20 or by running an Adhoc query.